



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	June 11, 2026
CLOSING DATE OF ANNOUNCEMENT:	June 22, 2026
POSITION TITLE:	Supervisory Custodian
SUPERVISES:	Yes
STARTING SALARY:	\$24.09 - \$28.86 Depending on Experience
GRADE:	8
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package *See below
SUBJECT TO P.L. 101-630:	No

GENERAL STATEMENT OF RESPONSIBILITIES:

The Custodian Supervisor oversees daily cleaning and maintenance operations for Lassen Indian Health Center, the Dental clinic (facilities). They manage custodial teams, overseeing daily custodial operations and ensuring that buildings and facilities are clean, safe, sanitary, and properly maintained. This position supervises custodial staff, schedules cleaning activities, inspects completed work, maintains inventory of supplies and equipment, and ensures compliance with safety and sanitation standards. They act as the liaison between upper and management and cleaning staff.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Assisting with the screening and hiring of new job applicants.
- Training and guidance to custodians in equipment use, cleaning methods, and safety protocols.
- Assign duties to custodian staff, create work schedules, approve timecards, and conduct performance reviews.
- Manage inventory of cleaning supplies and equipment. Order cleaning supplies, while ensuring machinery like vacuums and buffers is properly maintained.
- Conduct performance reviews and provide training or corrective action when necessary.

- Cleans and disinfects all waiting room furniture, restrooms, sinks, toilets, and urinals daily.
- Respond to emergencies, spills, and urgent cleaning requests.
- Ensure proper handling and storage of chemicals and hazardous materials
- Disinfects and cleans light switches, fixtures, kitchen appliances, walls, floors, countertops, lunchroom tables, doors and work surfaces of marks, dust, and grime daily. Cleans walls, ventilation covers, sills, baseboards, windows, and blinds weekly.
- Clean floors and carpets as needed. Shampoos carpets and waxes floors quarterly.
- Check all paper towels, toilet tissue, and liquid soap dispensers daily.
- Handle day-to-day service calls, cleaning requests to assist with custodial services needed and/or health and safety needs of the facilities.
- Observes safe working practices, including maintaining storage areas in safe working condition.
- Reports all safety or fire hazards immediately. Obtains necessary work orders for repairs.
- Attending meetings and in-service training sessions as required.
- Performing all janitorial duties necessary. Especially in instances of staff shortages.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to understand and follow written and oral instructions.
- The ability to complete assignments without immediate supervision.
- Ability to establish and maintain effective working relationships with co-workers.
- Strong understanding of OSHA safety standards, chemical handling (SDS/MDS), and
- Proper sanitization techniques.
- Strong communication skills, and organizational abilities to manage multiple areas at
- Strong knowledge of equipment uses related to custodial work and equipment safety practices.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass a pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.
6. Proficiency in all Microsoft Office applications.
7. The ability to lift heavy equipment.
8. The ability to stand for extended periods of time.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

9. One (1) to two (2) years of experience in janitorial or custodial work or equivalent or facility maintenance, with prior leadership or supervisory experience.
10. Must be physically able to perform heavy labor and maneuver equipment weighing up to forty (40) pounds.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computers, printers, or record boxes. Occasionally lift heavy objects (over 50 pounds). The job requires average agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratories, and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.

- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

1 st Preference:	Enrolled member of a Federally Recognized Tribe.
2 nd Preference:	Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3 rd Preference:	All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ewadley@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.